

**Date:** .....

To

Mr. .... S/o .....  
Address: .....

**AND**

Space Unit No. .... on ..... at .....

**Subject: Deposit in pursuance to the lease agreement from ..... dated .....**

Dear Mr. ....

We, ..... through its Director Mr. .... was formerly your tenant at Space Unit No. .... on ..... at .....(hereinafter referred as "Premises") which we vacated from ..... pursuant to and recorded with my lease dated ..... Unfortunately, we have not yet received the return of my security deposit in the amount of Rs ...../-(.....) for that rental premises.

You, as the landlord, are required to return to me, as the tenant, simultaneously on the same day (i.e. ....] the following:

1. My full security deposit: Rs ...../-(Rupees .....)
2. All of the tenant/lessee obligations in relation to this property have been fulfilled. In particular, no damage has been caused to the property and there is no outstanding rent. All conditions for refund of the security deposit have been fulfilled.

Please send the cheque payable ....., in amount of Rs. ..../-(Rupees .....) to my address listed above within 10 days of your receipt of this letter. If you fail to comply with this demand, I will have no choice but to file suit for the recovery of the security deposit, plus trouble damages, court costs and lawyer's fees.

If you have any questions regarding this letter, please do not hesitate to contact us at

**Name of the Company:** .....

**Address:** .....

**Contact No.:** .....

**E-mail Id:** .....

Thank you for your prompt attention to this matter.

Sincerely,

Advocate